



Washington State Penitentiary
Local Family Council
Meeting Minutes
February 15, 2011

Date/Time: Saturday, February 5, 2011, 8:00 to 9:30 a.m.

PARTICIPANTS: Associate Superintendent, Mark Kucza, CPPC Linda Finn, Sgt. Robert Beal, Sgt. Stan Hutchins, Kristen, Fidel, Maritza & Raul were present and Sadarah, Paris & Bill Copland, Family Services Specialist, were present via a conference call.

RECORDER: Linda Finn, CPPC

Welcome – Meeting was called to order by Mark Kucza because Sadarah, while on the phone, was not feeling well. Everyone present and on the telephone introduced themselves.

OLD BUSINESS

UPDATE ON ICE CREAM MACHINES:

Key Points/Discussion: Sgt Beal stated that a vending machine with ice cream products was installed in the EC visiting room about 2 weeks ago. It has been a BIG success. The Squire Co. wasn't the most cooperative in getting a machine installed. The machine that is presently in the visiting room is a "corkscrew" type of dispensing machine, and there are a limited amount of items that can be placed in these machines and dispensed. The Squire Co. stated the machines are quite expensive, and the cost efficiency in installing another machine in the WC is being determined by the company.

Next Steps: To be determined by the Squire Co.

Person Responsible:

UPDATE ON HEALTHY FOOD CHOICES IN VENDING MACHINES:

Key Points/Discussion: Sgt. Beal stated that in the EC, with the new vending machine, there are healthy meals available, (i.e. *Lean Cuisine, etc.*). The vending company is hesitant in placing fresh fruits and vegetables in these machines because of their short expiration time. This would include milk products too. Yogurt is available and Sgt. Hutchins stated that he would check on possibly including fruit cups in the vending machines.

Next Steps: Check on fruit cups being made available.

Person Responsible: Sgt. Hutchins.

EFV'S:

Key Points/Discussion: There will be a total of 4 units, 2 units are ready at the time of this meeting. These 2 units will need to have the flatware placed in cabinets, cupboards stocked, utensils placed in drawers, bedding placed on the beds and a final cleaning, & then they will be ready for occupancy. Information is available in the living units on the process that offenders and family members need to follow to be approved for the EFV. The policy 590.100 is available on the DOC website, in the *Friends and Family* link. Any specific questions concerning what items are permitted to be brought in can be directed to Sgt Beal. It was suggested that the process begin **1 month** prior to the date of the requested EFV.

Next Steps: Continue monitoring progress.

Person Responsible: WSP Staff

PARTNERSHIP STRENGTHENING NIGHT:

Key Points/Discussion: Sadarah stated that she would be sending Linda Finn the proposal that she has been working on, as soon as she has it finalized.

Next Steps: Review proposal once it is submitted.

Person Responsible: Sadarah.

UPDATE ON CHANGING VISITING DAYS:

Key Points/Discussion: Presently the visiting days at WSP are Saturday – Tuesday. All other institutions have visiting days Friday – Monday. So a survey was conducted at both the EC and the WC. The results were nearly split in half, ½ to keep them the same and the other ½ to change them. The same schedule as all the other institutions would result in more of a consistency across the state and could be more beneficial for the family members. There has not been any decision made on this matter to date.

Next Steps: Continue to monitor.

Person Responsible: Staff and LFC members.

CHRISTMAS GIFT EXCHANGE:

Key Points/Discussion: Sgt. Beal & Sgt. Hutchins stated that the *gift exchanges* went very well and was one of the highlights during the Christmas visiting sessions. There were a lot of smiles and the children appeared to really like the gifts they received. It was discussed that a written *Thank You* needs to be presented to the Walla Walla Armory for their generosity in presenting these gifts to the institution. This is the 3rd year that the Armory has been able to give these meaningful gifts to be presented to the visiting children.

A "Certificate of Appreciation" has been signed and will be presented to Roxanne Hinkle and SSgt. Jones at the Superintendent Staff Meeting scheduled for February 24th.

Next Steps: None

Person Responsible: None

NEW BUSINESS**WSP RELEASE CLOTHING:**

Key Points/Discussion: In the past, released individuals were released in institutional clothing. This practice triggered concerns involving possible escape issues. So the

practice has been changed. There are 2 avenues that individuals being released could acquire clothing:

- 1) Allows family members to send in release clothing and the clothing will be held until the date of their release
- 2) Department of Corrections will provide clothing.

Mark brought a set of clothes that would be given to the releasing individual, it included: grey slacks, a maroon shirt and a grey jacket. They would wear state issued shoes and undergarments. A sample of these clothes will be taken to all OCL meetings and staff will be made aware of these items also. The ultimate goal is to have clothing sent into the offenders from their family.

Next Steps: None

Person Responsible: None.

OFFENDER KIOSK MAIL BOXES:

Key Points/Discussion: All close custody (except BAR) Units & MSU have kiosks. In the EC, Unit 7 is the only unit that presently has a kiosk. Work is continuing on having these items installed into Units 6 & 8, in the Recreation area in EC and in BAR. The mailboxes that will be established will be for specific areas, i.e. Property Room, Mail Room, etc. These units should significantly reduce the need for use of the triple copy kites that are presently used to contact staff members. There will be no outside communications via the Genie Kiosks. In approximately 30 days all should be operational and notifications of the areas that will have mailboxes available will be posted. J pay kiosks were also discussed, which will allow offenders to download music, receive e mail messages from family, and have a number of other functions that DOC is considering using.

Next Steps: Continue installation of kiosks in the institution & set up mail boxes.

Person Responsible: Staff

LETTER FROM DEPUTY DIRECTOR WRIGHT:

Key Points/Discussion: A letter from Director Wright was given to all present. The subject matter of the letter was the spreading of illnesses. This letter was to be posted along with informational posters on ***Prevent the Spread of Germs & Cover Your Cough*** in the visiting rooms and living units.

Next Steps: None.

Person Responsible: None

FUND RAISERS:

Key Points/Discussion: Sadarah was wondering if perhaps fund raisers that are available for offender population, could be earmarked to come back into the institution for items that offenders would like to purchase. Examples she gave would be to purchase pillows, blankets, etc.

Next Steps: Sadarah to submit a written proposal to be researched to determine if this idea would be possible.

Person Responsible: Staff

NEW VISITING POLICY:

Key Points/Discussions: Sgt. Beal stated that the new policy went into effect on 2/4/11. The policy is 450.300, but when the website was checked, it wasn't posted as yet. Sgt. Beal mentioned that there were changes in processing of new visitors and there is a form to complete to bring in a child for visiting.

Next Steps: Review the new policy.

Persons Responsible: Family members.

SPECIAL PROJECT REQUEST:

Key Points/Discussion: Mark stated that an allotment of \$10,000 was given to WSP to create an outside area at the WC, near the visiting room. This area would allow visitors the opportunity to be outside during their visit. The area would be staffed, and other outside events could be planned for the future.

Next Steps: Keep LFC posted on progress.

Persons Responsible: Mark

OTHER TOPICS:

* Mark mentioned that the "hand washing" station in the EC is already in progress.

NEXT MEETING DATE:

Saturday, April 2, 2011